

STATE OF ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF ENVIRONMENTAL HEALTH
Food Safety and Sanitation Program
555 Cordova Street, 5th Floor, Anchorage AK 99501
(907)269-7501 Fax (907) 269-7510

APPLICATION FOR EXPORT CERTIFICATION

(instructions on reverse side)

SHIPPED BY: (name and address)	EXPORTED BY: (name and address)	CONIGNED TO:
SHIPPER AK #	SHIPPED VIA:	FINAL DESTINATION:
PORT OF EMBARKATION:	PORT OF EXPORT:	PORT OF DEBARKATION:
REQUESTED PICK UP DATE/OFFICE LOCATION : COURIER:		

PRODUCT	CLASS, TYPE, STYLE	# OF CONTAINERS	WT.	LABELS/ BRANDS	DATE(S) OF HARVEST	HARVEST LOCATION	PROCESSED BY:	PROCESSOR AK #
TOTAL								

APPLICATION FOR EXPORT CERTIFICATION

Instructions

All applications for export certifications must be received a minimum of two (2) business days in advance of the requested pickup date. Export certifications will be issued for harvests up to two weeks in advance of the harvest date.

No export certificates will be issued to companies that do not have a current Alaska State Department of Environmental Conservation (DEC) certification for the harvest date(s).

The following information provides step-by-step instructions for completing this application:

SHIPPED BY:	Insert the name of the AK permitted company that is shipping the shellfish.
EXPORTED BY:	Insert the name of the AK permitted company that is exporting the shellfish.
CONIGNED TO:	Insert the name and address of the company that has purchased the product in the foreign country or "Per Order of Shipper". If "Per Order of Shipper" is used the company name and address must be inserted on Certificate returned to this office.
SHIPPER AK# :	Insert the applicant's AK#.
SHIPPED VIA:	Insert the type of transportation for the product, i.e., refrigerated truck, air.
FINAL DESTINATION:	Insert the name of the final destination for the product.
PORT OF EMBARKATION:	Insert the name of the port that the product will be shipped from.
PORT OF EXPORT:	Insert the name of the port that the product will be exported from.
POINT OF DEBARKATION:	Insert the name of the port that the product is being shipped to.
REQUESTED PICK UP DATE:	Insert the date and location of the office where you will pick the certifications up.
COURIER:	Insert the name of the person/company that will pick up the certifications.
PRODUCT:	Identify the specific molluscan shellfish species that are being exported.
CLASS, TYPE, STYLE:	<i>(Optional)</i> For identification of product type.
# OF CONTAINERS:	Identify the number of containers that are being shipped.
LOT WEIGHT:	Identify the total weight of each lot (or container) that is being shipped.
LABELS/BRAND:	Identify what label will be on containers <i>(must be an approved label for the certified shipper)</i> .
DATE OF HARVEST:	Insert the date(s) of harvest for all products.
HARVEST LOCATION:	Identify the location that the product(s) were harvested from.
PROCESSED BY:	Insert the name of the certified processor.
PROCESSOR AK NUMBER:	Insert the processor's AK number.
TOTAL COUNT:	Identify the total number of containers that are being shipped.
TOTAL WEIGHT:	Identify the total weight of the product(s) being shipped.

EXPORT CERTIFICATION GUIDANCE

It is the policy of the Food Safety & Sanitation Program to ensure that all requests for geoduck export certifications be handled in a consistent and efficient manner. Staff assigned to functions that support the issuance of export certifications shall follow the procedures outlined below.

PROCEDURE

APPLICATION FOR EXPORT CERTIFICATIONS

A fully completed application form shall be required before any export certification(s) will be issued. The application may be faxed or mailed. No application shall be accepted over the phone. (*See attachment A – Application*)

- ◆ Applications must be received at least 4 business days prior to requested pick-up date.
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- ◆ Only companies with an Alaska permit can apply for export certificates.
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- ◆ No export certification will be issued for European Countries (*FDA responsibility*).
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EXPORT CERTIFICATIONS

- The Anchorage Office FSS staff will complete the export certifications at least 24 hours prior to requested pick-up date, including assigning the tracking number. (*See attachment B - Certificate*)
- The lead Environmental Health Officer in each office where geoduck harvest takes place will be responsible for signing the original export certification and providing a copy to the export/shipper with a copy of the export certification completion instructions. If the Export Certificates are not picked up, the EHO will return them to the Anchorage Office.
- Export certifications may be issued up to two weeks in advance of harvest date.
- Export certifications will only be issued for harvest locations that have been approved to be open for harvest by the Department of Fish and Game.
- Changes to the original export certification, with the exception of the lot size, will invalidate the document.
- Export certification will only be issued to companies with current Alaska permit for the specified harvest date(s).
- No export certifications will be issued to companies that are not in compliance with 18 AAC 34 and the National Shellfish Sanitation Program requirements.
- The completed export certification(s) will be given to the authorized agent of the export company
- Export certifications must be signed by an authorized agent of the company on or after the day of the harvest.
- A copy of the export certification signed by the authorized agent must be sent to the Anchorage Office within five (5) business days of shipment. Any certifications not used must be marked "void-did not ship" and returned to this office. A fee of \$25.00 must be remitted for every certificate that is issued. Companies that are over two (2) weeks in arrears with this requirement including payment of the fee will not be issued any new export certifications until all previously issued certifications are completed and paid for or returned, and received by this office with the appropriate fee.